

# BUS-7 System eXchange

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## Stores System Changes

By Ben Gurule

On October 17th Business Operations implemented an on-line validation of purchase signature authorities and FMIS cost accounting within the Stores system. With 1000+ orders placed daily in the Stores System ranging from less than \$1 and up to \$10,000, BUS is applying a more consistent approval process across all Laboratory purchases.

These approvals reside in the Signature Authority System (SAS), the on-line official database of various authorities that need to be verified before certain transactions can be processed. Some of the authorities in SAS include Purchase request, Property, HAZMAT, Work Order and SIGMA. SAS was implemented in March 1993 to replace the old Procurement Authorities Control System (PACS). A series of enhancements to SAS added new query and maintenance screens and a SAS Administrator (SAADM) authority. This authority can

## Happy New Fiscal Year 1995!!!

Josephine Caffrey, Editor

With the current Lab trends in computer technology and BUS-7's direction on applying some of these technologies we can all look forward to a very busy and exciting FY '95. Be on the look out for enhancements in FMIS, PAID, STORES, MAX, PAIRS, ACIS, and other BUS automated tools. If you are not yet connected to the BUS network backbone, you too can look forward to being connected to a whole new realm of powerful computing in 1995. Once connected, everyone can look forward to the introduction of new tools for E-mail, On-line forms,

electronic imaging, communication tools (Gopher/Mosaic) and more.

BUS-7 recognizes that changes in technology and new technology imply growing demands for support. In order to accommodate increasing demands we are implementing improvements. We are currently establishing a formal help desk center that will serve as a single point of contact for information system matters in BUS. We are enhancing our partnership with CIC to augment our role of system liaison and technical coordinator for the division.

We are implementing systems to manage customer relations, problems and their resolutions, upcoming changes, and other important trends. We also understand that our success in implementing new and improved automated tools, and restructuring our support services is dependent on customer involvement. Enclosed is a quick survey which we encourage you to fill out. We thank everyone for their patience as these transitions manifest themselves, and invite you to offer suggestions to help our improvement process. ☐

## The DOE IG Security Audit

By Ed Stuart (BUS DIV OSSO)

We all did our part and more in preparing for the DOE IG's Security Audit, September 12-23, 1994. BUS was in compliant status and ready for the IG visitors. We wanted to show them that we do, indeed, take security issues seriously. Yes, we were compliant; our Security Team had us "ready for the microscope!" However, in the area of effectiveness about security there is some questions.

Did we spend all of our efforts concentrating on compliance only? Apparently so. The DOE IG never came to visit us; they were too busy working on attitudes in the major program areas. As the song once said, "...is that all there is?" No. The IG will be back sometime in the next six months for a short notice review and they will be back in June 1995 for another full visit..

Rest assured that this next visit will test us

on our attitudes too. Compliance goes hand in hand with effectiveness. Don Bryson likes to use analogous thoughts to make a point...if it's good enough for him...Let's say that for insurance purposes you know that you need to lock your car in order to be covered in the event of a robbery. You diligently lock your car in the Mall parking lot, but you leave your wallet or purse on the front seat. Were you compliant? YES! Were you effective? If you intended to get your wallet stolen, you probably were. So the point is, we need to get our attitudes in line for *Son of IG* in the next few months. New threats are still imminent and we need to take them seriously. We must be compliant and effective too. Thank you all for helping us to be in compliance; now let's get with the program and show them we understand effectiveness too. ☐

be assigned by a manager to another employee to perform the administrative maintenance task. Upcoming enhancements include history retrieval as well as mass update capabilities.

If you have questions about SAS or the Stores System, please call BUS-7 DSO at 7-8700 or 7-0037.☐



With the Laboratory reorganization and the birth of BUS Division, it has been brought to our attention that many BUS employees are not aware of the Financial Management Information System (FMIS) or the objectives of the system as it is being developed. FMIS is being developed to meet the following objectives.

To provide a centralized Laboratory database that contains allocation, costs and commitment data for operating, capital equipment and construction funding.

To provide more timely information

To provide on-line access to general ledger data.

To provide an expansion to the chart of accounts elements to facilitate project management.



## The Financial Management Information System and its objectives.

By Scott Larkin

Already many of these objectives have been achieved. FMIS now contains the most current allocation, cost and commitment information available. BUS-1 has the ability to update cost information on FMIS on a nightly basis so information is available to FMIS customers the following workday. Beginning in FY '95, many of the Laboratory Program Offices are starting to use the new cost account and work package fields in order to get more detailed breakdowns of their cost and commitment infor-

mation. It is anticipated that all cost feeders with the exception of GSA vehicles and VWR will be converted by November 15, 1994.

BUS-7 has received indirect funding to work on three additional components of FMIS. These include designing and developing a new allocation process, inclusion of new reporting requirements specified by the DOE and enhancement of the reporting capabilities from FMIS. Users of BUCS and FMIS will be polled in the very near future to ensure the highest priority reporting requirements are developed first. An enhancement to the FMIS downloading capability is an area that will definitely be pursued in FY '95.

To find out more information about FMIS please call Scott Larkin, or Theresa Romero @ 5-8105. □



## WINDOWS- SCREEN SAVER MANIPULATION (for security purposes)

Worried about security? You do not have to wait for the screen saver to kick in at the pre-determined number of minutes if you just want to pop out of your office to catch up with someone, or go to the bathroom but are worried about security. You can activate your screen saver, along with a password protection, when ever you start up windows and when you are already in Windows you can activate it with the double click of an icon or a key function.

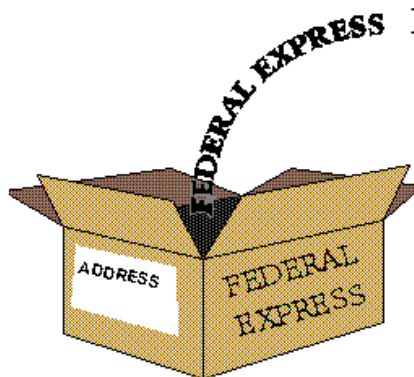
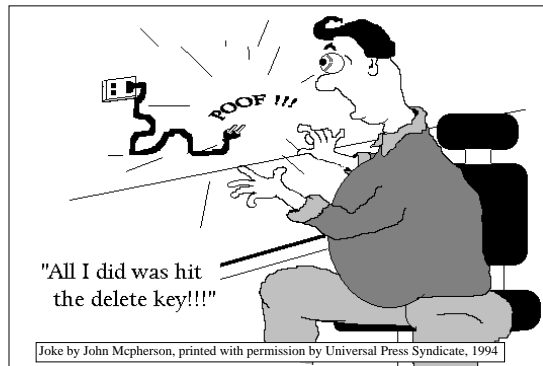
**The first step is to turn screen savers into programs:** From the *Program Manager*, open the *File* menu and select *Run*. In the *Command Line* type *win.ini*. This file will appear in the editor you have associated with *.ini* files (usually either *Notepad*, or *Write*). In the Windows section

of this file, find the *Programs=* line. You'll see a list of extensions (com exe bat pif etc.) After the = sign, add *scr* to the list. (SCR is the extension of Windows screen-saver modules). Now all the screen-savers modules are programs.

**The next step is to set up an icon:** In the *Program Manager*, click on the *Start Up* group, just to select it, then open the *File* menu and select *New*. Select the *Program Item* button & press *OK*. In *Description* box type *Screen Saver* then click on *Browse* and find the name of the screen saver you want to use (they all end in *scr*). Click on the one you want to use, press *OK* and you will see something like this in the *Command Line* box: *C:\WINDOWS\SSMARQUE.SCR*. Add a space, followed by */s* so the whole line reads like this: *C:\WINDOWS\SSMARQUE.SCR /s*. Click on the *Change Icon* box, then choose *OK* to accept the icon.

**One last step is to set up your password:** Double click on the *Control Panel* in *Main*. Double click on the *Desktop* icon. In the screen-saver box, select the module you set up as an icon (e.g. if you set up *SSMARQUE.SCR* as an icon then select *Marquee* here.) Click on the *Setup* button. Check the *Password Protected* box, then click on the *Set Password* button. Type in your password once in each of the two boxes, then choose *OK*. Now the first thing anyone sees when they start Windows on your machine is the password protected screen-saver. Please be aware that this set-up won't protect your system from users who know DOS and Windows really well!

(see "Hot Tips" on page 4 for keyboard shortcut functions) □



In order for Federal Express packages to leave Los Alamos the same day you submit them, CIC needs to have the package in their possession by 1:45p.m. Therefore, in order for Bus mailroom personnel to deliver to CIC (Canyon School) by 1:45 we need your packages in our mailroom no later than 1:15p.m. Remember to put a return address on your label and identify the package by writing **FEDERAL EXPRESS** in Big Bold Letters. Thank you for your cooperation. □

## Software Disposal



Commercial and/or application software programs for PCs and Macs that are no longer needed can be disposed of in several ways.

**If the software was the basis for any upgrade / exchange product:**

It must be returned to the software vendor/manufacturer, if required as part of the upgrade. If return is not required, the licensing agreements for most software programs require that it be destroyed and not given to any other user.

**If the software is complete and no longer needed and has not been upgraded:**

It may be transferred to any other LANL employee for LANL work related use. Transfer the software by giving all the copies of diskettes and documentation to the new user and deleting all copies from your computer storage.

**If the software is no longer needed and you do not know of any other LANL employee who needs it:**

the software should be destroyed.

**To destroy software:**

Remove the diskettes and place them in a destruction box for sensitive material. The manuals (loose pages only) may be recycled and placed in the trash.

Excess LANL software (like any other LANL property) may not be taken home, given away to worthy causes, such as schools or non-profit social organizations, or otherwise converted to personal use unless it is part of the "Swap Shop" program.

Currently the "Swap Shop" program only includes property numbered items. If you have an item that you no longer need, contact your Property Administrator who will be able to enter the item in Swap. If the item isn't requested by anyone at the lab within 21 days, it will be picked up by JCI Redistribution & Marketing and made available to schools, if appropriate, then other Federal and State agencies. More information will be available on the "Swap Shop" in the Newsbulletin.

Any questions - please call MSS. □

## Training and Development from BUS-3

The course listed below are for BUS employees only and are limited to 10 employees per class only.  
Please call the BUS-3 training office at 667-1038

<u>DATE</u>	<u>TIME</u>	<u>COURSE TITLE</u>	<u>DESCRIPTION</u>
<b>November</b>			
15-16	8:30 a.m. - 12:00 noon	<b>Basic WordPerfect 5.1/5.2 for Windows</b>	This course is for you if you wish to brush up on the basics of entering, editing, formatting, saving and printing text. Other features such as the spell-check, tables, cut & paste, etc. will also be discussed and implemented through hands on tasks.
17	8:30 a.m.- 12:00 noon	<b>Microsoft Powerpoint</b>	A presentation tool. This course will teach you how to develop appropriate content for a presentation and how to organize and present the information in the most effective way.
<b>December</b>			
19	8:30 a.m. - 4:00 p.m.	<b>WordPerfect 6.0a for Windows Upgrade</b>	Pre-requisite - WordPerfect 5.1/5.2 for Windows. You will be introduced to the new features built in to the upgrade.
20	8:30 a.m. - 4:00 p.m.	<b>An Introduction to Windows 3.1</b>	You will learn to interface with a Windows/mouse environment through the use of features such as Control Panel, File Manager, Print Manager etc. You will learn how to customize your desktop & utilize your screen savers.
<b>January 1995</b>			
24-26	8:30 a.m.- 12:00 noon	<b>WordPerfect 6.0 or 6.0a for Windows</b>	No previous experience with WordPerfect is required for this class. Basics are covered.

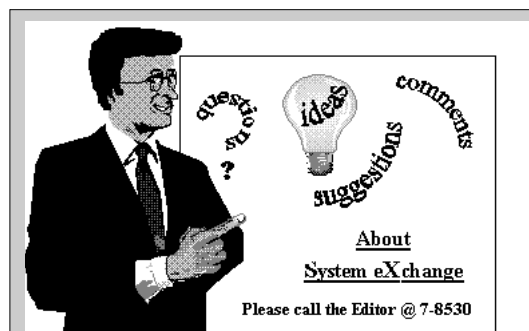
### LATEST SOFTWARE UPGRADES

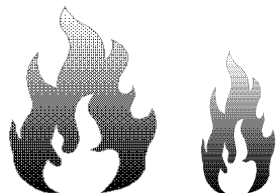
**PC**

Word for DOS 6.0  
Word for Windows 6.0  
Quark Xpress 3.31  
Access 2.0  
Powerpoint 4.0  
Wordperfect for Windows 6.0a  
Norton Utilities 8.0  
Packrat 5.0  
Quattro Pro for Windows

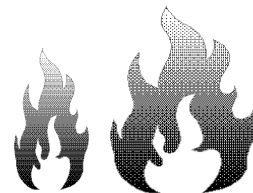
**MAC**

Word 6.0  
Excel 5.0  
Pagemaker 5.0 (also available for PowerMac)  
Powerpoint 4.0  
Versaterm Pro 5.0  
Works 4.0  
Filemaker Pro 2.1  
Mac System 7.5





# Hot Tips



## Double-clicking With Your Mouse

If you move the mouse more than a tiny distance between the first and second click of a 'double-click', nothing will happen. If you do not have particularly steady hands this might be a problem. To overcome this problem you need to edit your *win.ini* file. Choose **Run** from the **File** Menu in **Program Manager** and type *win.ini* in the **Command Line**. Click **OK** and under the section *[windows]* look for the lines *DoubleClickHeight=* and *DoubleClickWidth=* and change the numbers after the = sign to read **10**. If the line isn't there, add it. This is the number of pixels your mouse can move before the second click becomes ineffective.

You can also determine how fast or slow the double-click needs to be. Double-click on the **Control Panel** icon in the **Main** group of the **Program Manager** and double-click on the **Mouse** icon. The window will give you the options for changing the mouse tracking speed, the double-click speed, the left and right clicking buttons and whether or not you prefer mouse trails. You can also test the differences before clicking on the **OK** button.

## Help?

### Using Help features within Windows

You should all be aware that you can get on-line help from the **Help** menu on the top menu bar for all Windows applications. But did you know that you could add to those notes in order to personalize them to suit your understanding? It's easy - Just click on the **Help** button and choose what topic you would like help with, then go to the **Edit** menu and choose **Annotate**. A new window will open which allows you to type further information about that topic inside. Choose **Save** and a paper-clip symbol appears next to the topic which you have added information to. If you want to read that annotation just double-click on the paper-clip. This is particularly useful for help topics that you look at on a regular basis.



## DELETING DIRECTORIES AND FILES

Many of you will be familiar with the *\*.\** wildcard which means all files in a directory. *Del \*.\** deletes all of the files in the current directory. But did you know that one period does the same thing? *Del .* is the shortest distance between you and a disaster - proceed with caution! The *deltree* command in MS-DOS 6.x is also a deletion feature. It removes more than just directories. It deletes all files and sub-directories in the directory, regardless of its attributes; Hidden, system or read-only files will all disappear under this powerful command. By typing *deltree filename*, the system treats the filename as a directory. Deltree will prompt you to confirm the deletion.



## WORDPERFECT 6.0a

### ABBREVIATIONS/CORRECTIONS

You can use the QuickCorrect feature (under the **Tools** menu) to automatically expand abbreviations as you type or make corrections for common *typos*. Add *MSS* to your list and have it replaced by **Micro-Systems Support** every time you type *MSS*.

You can also turn text into any of Wordperfect's special characters or symbols. For example, you can have the letters *'tm*' replaced with the trademark symbol. ® To do this, you add *tm* to your list and press **Ctrl + W** to open the special characters window. The trademark symbol is under the **Typographic** symbols. Choose the symbol then click the button **Insert & Close**. Now when you type *tm* it will automatically be replaced by the correct symbol.



## Freelance Graphics

### Free-Floating Legend

Freelance Graphics offers only preset legend positions with no option to drag a legend to the precise position you need (such as within the chart frame but above and to the left of the bars.) To create a legend that you can maneuver, duplicate the chart on another presentation page, then ungroup the chart and delete everything but the legend. Group the elements of the legend and copy the group back to the page with the chart. Select the chart, choose **Legend** on the chart menu, then choose **Hide legend** to get rid of the original legend. You can use this technique to create free-floating chart titles too.



## Rebuilding Your Desktop

Rebuilding your desktop regularly helps your Macintosh keep track of data on your startup disks. To rebuild your desktop, hold down the **Option** and **Apple** keys while starting up your computer. Keep the keys pressed down until the following message appears: *Are you sure you want to rebuild the desktop file on the disk "Macintosh HD"? Comments on info windows will be lost.* At this point click **OK**.

If you have discovered a neat "trick", "shortcut" or other "hot-tip", please do share it with everyone! Call or E-Mail the editor and make your mark in the next issue of System eXchange!!!